

PART I	DEPARTMENT OF PERSONNEL SERVICES	9.601
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Class Specifications  
for the Classes:

INSTITUTION FOOD SERVICES MANAGER  
(INSTITUTION FOOD SVCS MGR)

Series Definition:

This series includes all classes which involve management of the business affairs and supervision of the operations of an institutional food services program which involves responsibility for the preparation of breakfast, lunch and dinner, seven days a week, for residents and staff of the institution.

The work of positions in this series involves responsibility for estimating needs and usage; purchasing/requisitioning food, supplies and equipment; scheduling, supervision and training of cooks and other kitchen personnel; the application of economy measures; the assurance of appropriate sanitation methods; and the maintenance of records and preparation of operational reports.

In addition, some positions in the series are responsible for the entire food management program of the institution including planning and projecting operating requirements and programs; establishing standards for food service operations; preparing budget requests; obtaining quotations and accepting bids; and planning menus.

Levels in this series are distinguished primarily on the level of foremanship involved in the supervision of subordinate staff and on the managerial responsibility involved as reflected in the program management role assigned, the nature of supervision received and the independence of action established by the work environment.

This series replaces the following classes: Steward I (9.600); Steward II (9.605); and Steward III (9.610).

This is the first specification for the INSTITUTION FOOD SERVICES MANAGER SERIES.

Effective Date: October 1, 1977.

DATE APPROVED: 10/9/81

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Director of Personnel Services

INSTITUTION FOOD SERVICES MANAGER I  
(INSTITUTION FOOD SVCS MGR I)

9.601

Duties Summary:

Manages the business affairs and supervises and participates in the operation of an institutional food services program; and performs other duties as required.

Distinguishing Characteristics:

This class is characterized by responsibility for the performance of food service management and cooking activities in a small institution. A position in this class is responsible for planning the daily food service operations and participating in the overall management of the food service program by providing data for and assisting in the development of long range plans, budget requests and standards of operation. The work involves purchasing/requisitioning food, supplies and equipment; supervising and participating in cooking; overseeing other kitchen operations; and ensuring adherence to established work methods and sanitation practices.

A position in the class works under the supervision of a higher level Institution Food Services Manager, Dietitian or other program manager who is responsible for technical and managerial matters relative to food service management (Type B).

Examples of Duties:

Estimates needs and usage; obtains quotations through formal and informal bid procedures; places orders, purchases/requisitions staples and perishable foods, supplies and equipment; inspects goods received and follows up on discrepancies; ensures the proper storage, care and issuance of foods, supplies and equipment; establishes inventory methods and maintains records of rations, materials, supplies, and commodities; determines kind and quantity of food needed for meals and issues food; prepares work schedules and assignments for subordinates; oversees work of subordinates; estimates cooking periods and starts food in time to meet scheduled meal times; inspects food before, during and after preparation for condition, method of preparation, palatability and eye appeal; samples food for taste and seasoning; demonstrates proper methods of food preparation and cooking, as necessary, and provides in-service training; cooks and bakes; inspects kitchen and methods of operation for sanitation; prepares regular and special operational reports on meals served, food supplies used, daily and per capita cost of rations, etc.; maintains economy of operations by keeping food poundage within the limits of the

standard allowance, selection of economical foods, and prevention of waste, spoilage and leftovers; evaluates work of subordinates and recommends personnel actions; may modify or plan menus as needed; may plan and carry out in-service training for inmates/wards or residents assigned to the kitchen, and prepare or review reports on the performance, attitude and development of inmates/wards/residents and take or recommend appropriate action.

Knowledge and Abilities Required:

Knowledge of: Food preparation and quantity cooking methods; the operation and maintenance of kitchen equipment; purchasing techniques; food storage methods; principles and practices of supervision; kitchen management.

Ability to: Estimate needed food and supplies; plan, assign and supervise the work of others; make arithmetic calculations; keep records; prepare regular and special reports on food and supplies used, costs, etc; provide instruction and training in cooking and kitchen maintenance work.

INSTITUTION FOOD SERVICES MANAGER II  
(INSTITUTION FOOD SVCS MGR II)

9.602

Duties Summary:

Manages the business affairs and supervises the operation of an institutional food services program; and performs other duties as required.

Distinguishing Characteristics:

This class is characterized by responsibility for the performance of food service management activities in an institution. Two alternative work situations are involved.

Type A: This type of position is essentially a working supervisor with full responsibility for the food service management program of the institution. The work involves the development of long range plans, budget requests and standards of operations as well as purchasing/requisitioning food, supplies and equipment; developing the master menu and determining the daily menu; supervising one or more cooks and other kitchen personnel; overseeing all kitchen operations; and developing and ensuring adherence to standards of operation. A position of this type works under the general and administrative supervision of a program administrator.

Type B: This type of position is essentially a full-time supervisor and is responsible for planning the daily operations of the institution kitchen and other food service activities, supervising the entire kitchen staff including cooks, preparing operational reports and participating in the overall management of the food service program by providing data for and assisting in the development of long range plans, budget requests and standards of operation. The work involves purchasing/requisitioning food, supplies and equipment, supervising several cooks and other kitchen personnel; overseeing all kitchen operations; and ensuring adherence to established work methods and sanitation practices. A position of this type carries out daily food service operations independently under the supervision of a higher-level institution food service manager or dietitian who is responsible for technical and managerial matters relative to food service management.

Examples of Duties:

All positions:

Estimates needs and usage; obtains quotations through formal and informal bid procedures; places orders, purchases/requisitions staples and perishable foods, supplies and equipment; inspects goods received and follows up on discrepancies; ensures the proper storage, care and issuance of foods, supplies and equipment; establishes inventory methods and maintains records of rations, materials, supplies, commodities; determines kind and quantity of food needed for meals and issues food; prepares work schedules and assignments for subordinates; estimates cooking periods and starts food in time to meet scheduled meal times; inspects food before, during and after preparation for condition, method of preparation, palatability and eye appeal; samples food for taste and seasoning; demonstrates proper methods of food preparation and cooking, as necessary, and provides in-service training; inspects kitchen and methods of operation for sanitation; prepares regular and special operational reports on meals served, food supplies used, daily and per capita cost of rations, etc.; maintains economy of operations by keeping food poundage within the limits of the standard allowance, selection of economical foods, and prevention of waste, spoilage and leftovers; evaluates the work of subordinates and recommends personnel actions; may plan and carry out in-service training for inmates/wards or residents assigned to the kitchen, and prepare or review reports on the performance, attitude and development of inmates/wards/residents and take or recommend appropriate action.

Type A: In addition to the duties listed above: cooks and bakes; plans a master menu for estimating needs and obtaining food and supplies, taking into consideration cost and availability of

food, nutritional requirements, and habits of persons fed; prepares menus for special diets; prepares recipes as necessary; reviews and revises menus for necessary changes due to non-availability of items or the necessity to use perishables or leftovers; prepares and submits annual and quarterly budget requests covering food, supplies, equipment and personnel; develops, interprets and implements standards, guidelines and procedures concerning operational, nutritional, and sanitation matters; and coordinates operations with other units of the institution.

Knowledge and Abilities Required:

Knowledge of: Food preparation and quantity cookery; operation and maintenance of kitchen equipment; purchasing techniques; food storage methods; kitchen management; principles and practices of supervision.

Ability to: Estimate needed goods and supplies; prepare regular and special reports on food and supplies used, costs, etc.; plan and schedule the work of subordinates; provide instruction and training in food preparation, cooking, and kitchen maintenance; develop operational statistics; and, for some positions, develop master and daily menus and prepare budget requests.

INSTITUTION FOOD SERVICES MANAGER III  
(INSTITUTION FOOD SVCS MGR III)

9.603

Duties Summary:

Manages the business affairs and supervises the operation of an institutional food services program; and performs other duties as required.

Distinguishing Characteristics:

This class is characterized by responsibility for the performance of food service management activities in an institution. Two alternative work situations are involved.

Type A: This type of position is essentially a full-time supervisor with full responsibility for the food service management program of the institution. The work involves the development of long range plans, budget requests and standards of operations as well as purchasing/requisitioning food, supplies and equipment; developing a master menu and determining the daily menu; supervising one or more cooks and other kitchen personnel;

overseeing all kitchen operations; and developing and ensuring adherence to standards of operation. A position of this type works under the general and administrative supervision of a program administrator.

Type B: This type of position is essentially a second level supervisor of cooks and other kitchen personnel through several subordinate shift supervisors. A position of this type is responsible for planning the daily operations of the institution kitchen and other food service activities, supervising the entire kitchen staff, preparing operational reports and participating in the overall management of the food service program by providing data for and assisting in the development of long range plans, budget requests and standards of operation. The work involves purchasing/requisitioning food, supplies and equipment, supervising several cooks and other kitchen personnel through subordinate shift supervisors; overseeing all kitchen operations; and ensuring adherence to established work methods and sanitation practices. A position of this type carries out daily food service operations independently under the supervision of a higher level institution food service manager, dietitian, etc., who is responsible for technical and managerial matters relative to food service management.

Examples of Duties:

All positions:

Estimates needs and usage; obtains quotations through formal and informal bid procedures; places orders, purchases/requisitions staples and perishable foods, supplies and equipment; inspects goods received and follows up on discrepancies; ensures the proper storage, care and issuance of foods, supplies and equipment; establishes inventory methods and maintains records of rations, materials, supplies, commodities; determines kind and quantity of food needed for meals and issues food; prepares work schedules and assignments for subordinates; inspects food before, during and after preparation for condition, method of preparation, palatability and eye appeal; samples food for taste and seasoning; demonstrates proper methods of food preparation and cooking, as necessary, and provides in-service training; inspects kitchen and methods of operation for sanitation; prepares regular and special operational reports on meals served, food supplies used, daily and per capita cost of rations, etc.; maintains economy of operations by keeping food poundage within the limits of the standard allowance, selection of economical foods, and prevention of waste, spoilage and leftovers; evaluates the work of subordinates and recommends personnel actions; may plan and carry out in-service training for inmates/wards or residents assigned to the kitchen,

and prepare or review reports on the performance, attitude and development of inmates/wards/residents and take or recommend appropriate action.

Type A: In addition to the duties listed above, plans a master menu for estimating needs and obtaining food and supplies, taking into consideration cost and availability of food, nutritional requirements, and habits of persons fed; prepares menus for special diets; prepares recipes as necessary; reviews and revises menus for necessary changes due to non-availability of items or the necessity to use perishables or left-overs; estimates cooking periods and starts food in time to meet scheduled meal times; prepares and submits annual and quarterly budget requests covering food, supplies, equipment and personnel; develops, interprets and implements standards, guidelines and procedures concerning operational, nutritional, and sanitation matters; and coordinates operations with other units of the institution.

Knowledge and Abilities Required:

Knowledge of: Food preparation and quantity cookery; operation and maintenance of kitchen equipment; purchasing techniques; food storage methods; kitchen management; principles and practices of supervision.

Ability to: Estimate needed goods and supplies; prepare regular and special reports on food and supplies used, cost, etc.; plan and schedule the work of subordinates; provide instruction and training in food preparation, cooking, and kitchen maintenance; develop operational statistics; and, for some positions, develop master and daily menus and prepare budget requests.

INSTITUTION FOOD SERVICES MANAGER IV  
(INSTITUTION FOOD SVCS MGR IV)

9.604

Duties Summary:

Manages the administrative aspects, business affairs and operations of a major institutional food services program through subordinate supervisors; and performs other duties as required.

Distinguishing Characteristics:

This class is characterized by full responsibility for the performance of all food service management activities in a major institution. A position in this class is a manager and second level supervisor. The work involves the development of long range

plans, budget requests and standards of operations as well as purchasing/requisitioning food, supplies and equipment; developing the master menu and determining the daily menu; planning the daily operations of the institution kitchen and other food service activities; supervising the kitchen staff including cooks through subordinate shift supervisors; preparing operational reports and developing and ensuring adherence to standards of operation.

A position in this class works under the general and administrative supervision of a program administrator (Type A).

Examples of Duties:

Plans a master menu for estimating needs and obtaining food and supplies, taking into consideration cost and availability of food, nutritional requirements, and habits of persons fed; prepares menus for special diets; prepares recipes as necessary; reviews and revises menus for necessary changes due to non-availability of items or the necessity to use perishables or left-overs; estimates needs and usage; obtains quotations through formal and informal bid procedures; places orders, purchases/requisitions staples and perishable foods, supplies and equipment; inspects goods received and follows up on discrepancies; ensures the proper storage, care and issuance of foods, supplies and equipment; establishes inventory methods and ensures maintenance of records of rations, materials, supplies, and commodities; determines kind and quantity of food needed for meals and issues food; prepares work schedules and assignments for subordinate shift supervisors; inspects food preparation activities; inspects kitchen and methods of operation for sanitation; prepares regular and special operational reports on meals served, food and supplies used, daily and per capita cost of rations, etc.; maintains economy of operations by keeping food poundage within the limits of the standard allowance, selection of economical foods, and prevention of waste, spoilage and leftovers; provides in-service training; may plan and carry out in-service training for inmates/wards or residents assigned to the kitchen, and prepare or review reports on the performance, attitude and development of inmates/wards/residents and take or recommend appropriate action; handles personnel matters and/or recommends appropriate action; prepares and submits annual and quarterly budget requests covering food, supplies, equipment and personnel; develops, interprets and implements standards, guidelines and procedures concerning operational, nutritional, and sanitation matters; and coordinates operations with other units of the institution.

Knowledge and Abilities Required:



Knowledge of: Menu planning; requirements for special diets; food preparation and quantity cookery; operation and maintenance of kitchen equipment; purchasing techniques; food storage methods; kitchen management; principles and practices of supervision.

Ability to: Prepare master and daily menus; estimate supply needs; prepare regular and special reports on food and supplies used, costs, etc.; plan and schedule the work of subordinates; provide instruction and training in food preparation, cooking and kitchen maintenance; prepare budget requests.